

MISSOURI CAPITOL POLICE ADVISOR

630 West Main Street – Jefferson City, Missouri 65101 – 573 751 2764



JANUARY 2014

Operation Toys Reached More Children than Ever in 2013

On Saturday, Dec. 14, officers from Missouri Capitol Police, Missouri State Highway Patrol, Cole County Sheriff's Department, Jefferson City Police Department and the Department of Corrections teamed up to provide underprivileged children in the community with toys for Christmas. During the 2013 holiday season, a total of \$7,500 was raised, an increase of more than \$2,000 dollars over the previous year. That generosity meant that 75 children were able to participate—up from 60 in 2012—and each was allowed up to \$100 worth of gifts—up from \$85 dollars. As in the past, some of the children preferred to spend their gift cards buy gifts for family members before thinking of themselves. In addition to shopping, the children enjoyed riding in police cars and meeting Santa and his elves. Capitol Police thanks all of the officers who volunteered their time and the state employees who donated money to make sure Operation Toys 2013 was a success.

Prepare for an Increase in Pedestrians and Demand for Parking

Capitol Police reminds employees to prepare for an increase in both pedestrian traffic and demand for parking as the 2014 legislative session gets underway next week. Capitol Police asks that everyone drive safely, park courteously, and use crosswalks where available.

Spotlight:

Prevent Being Victimized by Collections Scams



Media attention has recently focused on the large scale theft of credit card numbers from a supermarket chain and a national big box retailer. Phishing—in which fraudsters attempt to acquire credit card and other personal data by posing as banks or other trusted entities in emails and text messages—also receive widespread news coverage. But do not forget that some thieves still pick up the phone themselves and try to talk you out of your money. The callers can switch between friendly conversation, high-pressure tactics and harassment—sometimes dozens of calls in a single day—all, to trick victims out of their hard earned money.

One version of this scam has the caller claiming the victim owes money from a payday loan or cash advance. The caller identifies himself as working for a loan company and says an overdue loan needs to be paid using a third party money transfer network. The caller may be able to provide some of your personal and financial information.

If you receive one of these calls, do not follow the caller's instructions. Rather, you should:

- Never provide your Social Security number—or personal information of any kind—over the telephone or online unless you initiate the contact.
- Notify your banking institutions.
- Contact the three major credit bureaus and request an alert be put on your file.
- File a complaint at www.IC3.gov.

Other tips to avoid becoming a victim of telephone or email scams:

- Be suspicious of any e-mail with urgent requests for personal financial information.
- Avoid filling out forms in e-mail messages that request personal information.
- Ensure that your browser is up-to-date and security patches have been applied.
- Check your bank, credit, and debit card statements regularly to make sure that there are no unauthorized transactions. If anything looks suspicious, contact your bank and all card issuers.
- When you contact companies, use numbers provided on the back of cards or statements.

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February 2014

Missouri State Office Closings – Info Line

Missouri Capitol Police would like to remind everyone of the Office of Administration's toll free hotline for announcements about state office closures. The number is (888) 390-9927. Messages address holiday closures, special building closures due to weather and implementation of the State Hazardous Travel Policy. The information is also available online at <http://oa.mo.gov/fmdc/offices/>. Or go to the Office of Administration website (<http://oa.mo.gov/>), click on "Facilities" and then "Building Closures." Also, if you are required to report to work on a state holiday at a time your office would normally be closed, be sure to pre-arrange the procedures for gaining entry into your secured area.

Found Property

Lost items are found in the State Capitol Complex and turned into Capitol Police on a daily basis. If you have lost an item, please check with our communications center at (573) 751-2541 to see if your lost item has been turned in. If we do not have the item, we will be happy to take down your name, telephone number, and a description of the item and enter it into our lost items log. The lost items log is cross-referenced with new items as they are turned in.

Spotlight:

February is Earthquake Awareness Month in Missouri



This February marks the 202nd anniversary of one of the largest earthquakes ever recorded in the continental United States, which was centered in the southeast Missouri town of New Madrid. The Feb. 7, 1812 earthquake is a key reason Missouri observes Earthquake Awareness Month each February and encourages residents to think about earthquake safety.

The New Madrid Seismic Zone, which includes 47 Missouri counties, is still the most active seismic zone east of the Rocky Mountains, but it's useful for all Missourians to understand what to do in the event of a powerful earthquake. The key phrase is "**Drop, Cover, and Hold On**" – drop to the floor, cover under a desk or table and hold on in the event of an earthquake. There are other simple steps that people can take, particularly those who live in or near the New Madrid Seismic Zone.

- Put together an emergency kit, including a flash-light, first aid kit, radio, drinking water and blankets.
- Develop a family communication plan. Identify a relative living at least 100 miles away; everyone can call to "check in" to tell family you're safe.
- Bolt bookcases to wall studs, install strong latches on cupboards and strap the water heater to wall studs—if it tips over it could start a fire or gas leak, and you could lose a valuable source of water.
- Know how to turn off your gas and water mains.
- Understand that earthquake coverage is not included in most homeowner insurance policies. It must be purchased as separate coverage, called an "endorsement." This type of insurance requires that the earthquake is the direct cause of damage to the property. The Missouri Department of Insurance has more: <http://insurance.mo.gov/consumers/home/EQTable.php>
- For more information on earthquake safety visit the State Emergency Management Agency website, <http://sema.dps.mo.gov> or go directly to http://sema.dps.mo.gov/earthquake_preparedness/default.asp.

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March 2014

Missouri Severe Weather Awareness Week and Statewide Tornado Drill

On Tuesday, March 4, many buildings in the State Capitol Complex will be participating in Missouri's Statewide Tornado Drill, which is scheduled for 1:30 p.m. Jefferson City and Cole County outdoor warnings sirens will sound, signaling the start of the drill. Like Missourians across the state, employees participating in the drill will shelter in the most secure areas of their buildings, usually the basement, lower floors and interior stairwells and rooms. Employees should follow the instructions of their safety coordinators. The drill is part of Missouri Severe Weather Awareness Week, which runs from March 3 to 7. Most years, flash flooding causes more deaths than any other form of severe weather and driving into floodwater causes more than half of flooding fatalities. The State Emergency Management Agency has produced a new video on how to avoid the dangers of flash flooding, which is available [here](#) or on MO.gov. The state's StormAware.mo.gov site is an excellent source of preparedness and safety videos, offering tornado sheltering information for specific buildings – homes with and without basements, mobile homes, school and houses of worship. There are also videos explaining how outdoor warning sirens are utilized along with weather radios. Another good resource is the National Weather Service's [Severe Weather Awareness Week page](#).

Spotlight:

Protecting Your Children



Safety Tips Every Child Should Know

- 1) Never get into a car unless your parents tell you to do so. Also, stay away from anyone who follows you on foot or in a car. Never go near a car to talk to the people inside.
- 2) Adults and other people who need help should not be asking a child for help; they should be asking other adults. Adults should not be asking for directions or to look for a "lost puppy or cat", or telling you that their mother or father is in trouble and that they will take you to them.
- 3) Quickly get away from anyone who tries to take you somewhere. Yell or scream, "This person is not my father or mother."
- 4) Use the "buddy system" and never go places alone. Always ask your parents' permission to leave the yard/play area or to go to a friend's home.
- 5) Never hitchhike!.
- 6) People should not ask you to keep a special secret. If they do, tell your parents or teacher. Also, never allow someone to take your picture. Quickly tell your parents or teacher.
- 7) You can be assertive and you have the right to say "No" to someone, including adults and even relatives or friends who try to take you somewhere against your will, touch you or make you feel uncomfortable in ANY WAY.

The Yell: Practice a special yell. It is low, loud and long. It tells the person trying to hurt you, "I know what to do! I'm not an easy victim!" It tells everyone within the sound of your voice, "I need help!" Don't freeze or panic, but instead take a deep breath and yell. Your own yell can give you courage and get your feet moving when you need to run away!

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April 2014

Crime Victims' Rights Week

Gov. Jay Nixon has proclaimed April 6-12 as Crime Victims' Rights Week in Missouri. Each April, Missouri and the nation celebrate the tremendous strides that have been made in expanding the rights of crime victims and survivors. We also recognize the brave victims, survivors and victim advocates who, beginning decades ago, launched the effort to establish new rights and protections within the criminal justice system for crime victims and their loved ones. On Thursday, April 10, the 2014 Missouri Crime Victims' Rights Week Observance and Ceremony will be held on the South Lawn of the Capitol from 12 to 1 p.m. In addition to the one hour ceremony, many agencies that serve victims will have displays where all Missourians can learn more about the services and protections that are available to victims. All state employees are invited to attend the ceremony, which will be moved into the Capitol Rotunda in case of inclement weather.

New Officer

Capitol Police welcomes Sean Bonchonsky to the department. Officer Bonchonsky will be assigned to Team 3, which covers the 11:00 p.m. to 7:00 a.m. shift. Sean was formerly with _____ and we're glad to have him join the Capitol Police team!

Spotlight:

Stress Awareness Month



Stress not only afflicts your mind, it can also be the cause of a wide range of medical issues; headaches to stomach disorders to depression. It can even increase the risk of serious conditions like stroke and heart disease. By understanding the connection between your mind/stress/health you can better manage stress and improve your health and well-being.

The Fight or Flight Response

The sympathetic stress response is an automatic response that is "hard wired" into our nervous system and is necessary for mobilizing quick reactions to imminent danger. When we perceive a threat our bloodstream is rushed with stress hormones, increasing the heart rate, blood pressure and glucose levels. Other hormones are also released to suppress the body's functions, such as digestion and the immune system, which makes us more susceptible to illness. Stress is triggered by danger but can also result from work conflicts, debt worries and anxiety. Although one bad day at work won't compromise your health, weeks and months of stress can lessen your immune response and raise your risk.

Combating Stress

- Recognize when you don't have control, and let it go.
- Don't get anxious about situations you have no control over or cannot change.
- Take control of your reactions and focus on what makes you feel calm and in control.

Relax and Recharge

Handle life's stressors by taking the time to have fun and relax. Even 10 to 15 minutes a day makes a difference. Everyone has different ways to relax and unwind – take a walk, read a book, go for a run, play sports, spend time with friends and loved ones, meditate.

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May 2014

Law Enforcement Memorial

Two of the most moving annual ceremonies that take place on the grounds of the State Capitol occurred this past weekend at the Missouri Law Enforcement Memorial. The memorial is located on the north side of the Capitol overlooking the Missouri River. On Friday, May 2, a candlelight vigil was held in honor of all Missouri law enforcement officers who have died in the line of duty. On Saturday, May 3, the names of four Missouri law enforcement officers who died in the line of duty were added to the memorial wall: Chesterfield Police Department Detective Christopher C. Simpson and Police Officer Joseph C. Smith, who both died in 2013; Iberia Police Department Officer Vernon O. Winn, who died in 1997; and Missouri Pacific Railroad Police Department Watchman Edward Bell, who died in 1919. The memorial is dedicated to all Missouri law enforcement heroes who made the supreme sacrifice, to the family members of fallen officers, and to all members of law enforcement for serving and protecting the citizens of Missouri. Visit the Missouri Law Enforcement Memorial website at <http://www.missourimemorial.com/> for more information. The memorial ceremony is held annually on the first Saturday in May; the candlelight vigil occurs the preceding Friday evening. A slideshow of Saturday's ceremony is available [here](#).

New Officer

Missouri Capitol Police welcomes Michael Atkinson to the department. Officer Atkinson will be assigned to Team 2, which covers the 3:00 p.m. to 11:00 p.m. shift. Michael was formerly with the Eldon Police Department and we're glad to have him join the Capitol Police team!

Building Stewards

Capitol Police has officers assigned as building stewards to the larger state buildings in the Capitol Complex. The stewards meet with building safety coordinators and discuss safety and security issues that may affect their buildings. If you would like to get in touch with your building steward, contact our Communications Center at (573) 522-2222, and the officer assigned to your building will contact you. For situations that require an immediate response, please call (573) 522-2222 and report the situation to a communications operator.

Spotlight:

A Parent's Guide to Internet Safety



With summer break approaching, many children will be spending even more time online – playing games, utilizing chat rooms, instant messaging, emailing, and on social networks. While the Internet helps students stay in contact with school friends during the summer, it also puts them at risk to exposure to content and individuals that may be harmful.

Signs your child might be at risk online

- Your child spends large amounts of time online, especially at night.
- You find pornography on your child's computer or phone.
- Your child receives phone calls from people you do not know or is making the calls, sometimes long distance, to numbers you do not recognize.
- Your child receives mail, gifts, or packages from someone they don't know.
- Your child turns the computer monitor off or quickly changes the screen on the monitor when you come into the room.
- Your child becomes withdrawn from the family.
- Your child is using an online account belonging to someone else.

The Federal Bureau of Investigation has created "A Parent's Guide to Internet Safety" to help protect our children. To view the guide, go to: <http://www.fbi.gov/stats-services/publications/parent-guide>.

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June 2014

Stay Vigilant Against Office Theft

Capitol Police encourages all employees to lock up valuable items such as jewelry, electronics, medications, and purses or wallets when away from their desk and to take those valuables home at the end of the day. It is also critical to write down the serial number, make, and model for valuables (when available) in case they are stolen, so that they can be entered into a national database for all law enforcement agencies to query.

Salute to America 2014

This year's celebration will be held the evening of July 3 and all day July 4. The 10th anniversary parade begins at 6 p.m. July 3, followed by the opening ceremony on the Capitol Main Stage at 7:30 p.m. with prelude music by the Jefferson City Symphonic Band at 7 p.m. The Capitol will be open during its normal business hours (7a.m. – 5:30p.m. Friday, 8a.m.– 5p.m. Saturday). For information regarding this year's activities go to: <http://www.salutetoamerica.org/>. For information on restrictions regarding public use of state facilities go to: <http://www.sos.mo.gov/adrules/csr/current/1csr/1c35-1.pdf>.

Lost and Found

Several misplaced items are turned into our lost and found each week. If you have lost an item, please stop by our communications window on the first floor of the Truman Building (next to the escalator) between 7 a.m. and 5 p.m., Monday through Friday. If you are unable to stop by, contact our communications center at (573) 522-2222 for assistance.

Sign Up for the MCP Advisor

If you would like to receive the Missouri Capitol Police Advisor each month by email, send a request to Sergeant Brian Kempker at brian.kempker@dps.mo.gov with "Advisor" in the subject line. Your email will be added to the distribution list starting the following month.

Spotlight:

Keeping Your Home Safe While You're Away



When leaving your home, whether for a weekend getaway or an extended vacation, you'll want to take some basic safety precautions to keep your house and belongings safe.

- Keep windows and doors locked at all times. Exterior doors should have deadbolts. Lock all garage doors.
- Windows and doors should be secured with auxiliary locks. Special door pins, available at most home improvement stores, can prevent sliding doors from being lifted from their tracks during a burglary attempt.
- Never hide or store keys or tools outside. Disconnect automatic garage door openers.
- Make your home appear occupied by attaching timers to lights and televisions and set them to turn on at different times.
- Have your newspaper and mail held. Open some of the drapes or blinds on windows. During daytime hours, it gives the appearance that someone is home, and during the evening, lights inside the house are more visible.
- Never announce your vacation plans on social networks, such as Facebook, Twitter, etc.
- Consider hiring a house or pet sitter or have a trusted friend or neighbor periodically watch your house for anything out of the ordinary.

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July 2014

Salute to America 2014

Jefferson City's Fourth of July celebration, Salute to America, will begin on Thursday, July 3, at 4 p.m. and continue through the evening of Saturday, July 5. There will be many attractions during the three-day event, including a kid's carnival, car show, parade, concerts and the annual "Red, White & Boom!" fireworks display. Road closures in the downtown area begin on Tuesday, July 1, as site preparation starts and will continue through Saturday evening.

- For more information about the Salute to America Celebration, visit <http://www.salutetoamerica.org>.
- For more information on prohibited activities with regard to public use of state facilities, visit <http://www.sos.mo.gov/adrules/csr/current/1csr/1c35-1.pdf>.
- The Missouri State Capitol will be open to the public from 8 a.m. to 5 p.m. July 3-5. For tour information, visit <http://www.mostateparks.com/page/55179/capitol-tours>.

Public Comments Invited During MCP Assessment

Missouri Capitol Police is scheduled for an on-site assessment from July 13-15 as part of a program to achieve national accreditation. Administered by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), the accreditation program requires agencies to comply with 188 state-of-the-art professional standards in four basic areas: policy and procedures, management, operations and support services. A copy of the standards is available in at MCP headquarters, 630 Main Street, Jefferson City, MO 65102.

As part of the on-site assessment, members of the community and representatives of other agencies are invited to make comments to the assessors about Capitol Police's ability to comply with the accreditation standards. There are three options. Comments may be made in person during a public hearing on July 14 at 10 a.m. in House Hearing Room 3 at the Missouri State Capitol. Assessors will take comments by phone from 1 p.m. to 3 p.m. on July 14 at (573) 526-3830. Telephone comments are limited to 10 minutes and must address the agency's ability to comply with CALEA standards. Written comments can be sent to the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), 13575 Heathcote Boulevard, Suite 320, Gainesville, VA 20155. For more information on CALEA and the accreditation process, visit <http://www.calea.org>.

Spotlight:

Preventing Workplace Harassment and Violence



For everyone's safety, it is essential to report any violations of employee conduct rules and regulations to the appropriate person – managers, human resources or police. The majority of harassment and workplace violence incidents that employees and managers deal with are cases of assault, domestic violence, stalking, threats, harassment (including sexual), and physical or emotional abuse. Unfortunately, most of these incidents are not reported to department managers or police. While there is a wide spectrum of "warning behaviors" when it comes to workplace violence, the following should be considered very seriously, and should be immediately reported to management and/or police:

- Someone who threatens suicide.
- Someone who talks openly about, or threatens to harm or humiliate co-workers or managers.
- Someone who repeatedly destroys property.
- Someone who shows weapons or refers to having them close at hand.

Violence in the workplace is a complex problem. Employees should learn about workplace violence, recognizing and reporting behaviors of concern. Awareness (recognition) + action (reporting) = prevention.

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August 2014

CALEA Law Enforcement Accreditation

An assessment team from the Commission on Accreditation for Law Enforcement Agencies (CALEA) has completed its on-site assessment of the Missouri Capitol Police Department. During the July 13-15 assessment, assessors reviewed Capitol Police policy and procedures for compliance with standards established by CALEA. The assessment included a public comment opportunity on July 14. Capitol Police thanks everyone who participated in the public hearing, phone session or who may have sent written comments to CALEA.

New K-9

Capitol Police congratulates Officer DeAnne Bogg. Officer Bogg was selected as a K-9 handler. Capitol Police also welcomes K-9 Hutch. Hutch is a 3-year-old European Labrador Retriever. Officer Bogg and Hutch recently completed an explosives certification class. They are the department's second explosives detection team and join Officer Joshua Fisher and K-9 Peanut.

Spotlight:

Cyber Security at Work



The Office of Administration's Office of Cyber Security recommends five basic steps to secure computing at work:

- **Always Lock Your Computer:** When you step out of your work area, if only for a minute, lock your computer. If you lock your computer, you can ensure that no one has accessed your email and other work files while you were away.
- **Do Not Share Your Passwords:** Never give your password out to anyone, including your IT staff. Your IT staff should not need your password to assist you. If you give your password out, you are giving someone complete access to your account. Depending on the account type, they will have access to your email, work files, and other personal data. In addition, do not write down your passwords and place them on or around your workspace. If you must write down your passwords, keep them in a secure location.
- **Encrypt Sensitive Information:** If you have information that needs to be protected, encrypt it. Applications that "zip" files usually offer the option of adding a password. If you use a laptop, external hard drive, or USB flash drive, make sure that encryption is being used. Lastly, if you need to send sensitive information, ensure that the transmission is encrypted. Many email programs and FTP applications offer methods of encrypting the information as it is being transferred.
- **Use Caution When Sending Sensitive Information:** Before you send sensitive information to someone, make sure that you understand the risks involved. Ensure that the recipient is a trusted individual and that you have encrypted the sensitive information prior to sending it.
- **Make Frequent Backups of Important Files:** At work, you more than likely have access to a networked drive containing a folder just for your files. Use this drive for all of your files so that in the event your desktop computer fails, your files will be safe and sound.

To learn more about secure computing, please visit the Missouri Cyber Security [Resources](#) page.

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September 2014

Customer Satisfaction Survey

Missouri Capitol Police requests your help. This month kicks off MCP's annual Customer Satisfaction Survey. The results of the survey help MCP review its service plan to ensure that all practices are up-to-date and effective. Individuals who are registered to receive the Missouri Capitol Police Advisor will automatically receive an email with a link to the survey which will be available Sept. 1. If you are not a subscriber but would like to complete the survey, email Sgt. Brian Kempker at brian.kempker@dps.mo.gov and include "survey" in the subject line.

If you have a complaint or comment regarding building and parking lot lighting or other general maintenance concerns, please contact the Office of Administration, Facilities Management Tenant Request at (573)751-2624.

Sept. 10

The Missouri General Assembly will hold a veto session on Sept. 10. State employees working in the downtown complex should expect increased traffic and greater demand for parking, and plan accordingly.

Congratulations

MCP congratulates Cpl. Tracy Jamison for being promoted to sergeant. Sgt. Jamison will remain on the evening shift, and patrol from 3 p.m. to 11 p.m.

Spotlight:

Workplace Security



Opportunistic thieves consider office buildings easy targets.

Ways you can increase workplace security:

- Lock it up. Thieves usually look for items of value such as laptops, cell phones and electronic equipment which they can easily sell.
 - Keep valuable items locked up when possible in a secure drawer or cabinet. Never leave your purse or wallet in plain view or in the pocket of a jacket hanging on the door.
- Make sure your office security is maintained.
 - Report faulty locks, doors and windows to Facilities Management.
- Report all suspicious or criminal activity to Capitol Police.
- Ensure all doors are secure each day at the close of business.
- If you work alone, before or after normal business hours, keep the office door locked.

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October 2014

The Great Central U.S. ShakeOut

At 10:16 a.m. on Oct. 16, millions of people in the Midwest and south-central U.S. will "Drop, Cover and Hold On" for the Great Central U.S. ShakeOut, the region's largest earthquake drill. All state government agencies are encouraged to participate in the drill. For more information please visit: <http://www.shakeout.org/centralus/>.

Missouri Capitol Police Customer Satisfaction Survey

Missouri Capitol Police thanks everyone who participated in this year's annual customer satisfaction survey. The survey results will assist in MCP's regular review of its service plan to ensure the most effective practices are being utilized to respond to the needs of state employees.

New Officers

Capitol Police welcomes Daniel Monroe, Benjamin Roderick, Charles Gerhart and Justin Bridges to the department. These new officers will be undergoing a field training program that includes working all shifts, building and property familiarization, dispatch and other specialized Capitol Police assignments.

Spotlight:

Crime Prevention and Halloween Safety



In 1984, the National Crime Prevention Council designated October as Crime Prevention Month. Crime Prevention Month recognizes the practice of crime prevention and promotes awareness of important issues such as victimization and volunteerism, and aims to create safer, more caring communities.

Along with Crime Prevention Month, MCP also promotes Halloween Safety. The following tips are offered to help ensure that trick-or-treaters, you and your family stay safe this Halloween.

- Clear yards and sidewalks of any obstacles or decorations that may be hard to see in the dark.
- Keep houses well lighted, both inside and out.
- Request that a neighborhood watch or local citizens group patrol your community.
- Report any suspicious or criminal activity to your local police or sheriff's department.

Learn more about crime prevention at <http://www.ncpc.org/programs/crime-prevention-month>.

In Jefferson City, a safe alternative to trick-or-treating is the Jefferson City Jaycees Trunk-or-Treat event. This year's event will take place on Saturday, Oct. 25 from 5 p.m. to 8 p.m., at the Jefferson City Jaycees Fairgrounds. There is a \$1 admission charger per person, and all proceeds will benefit "Operation T.O.Y.S."

Other safe and fun fall events in the area include the Jefferson City Multicultural Fall Festival and Harvest Fest. Both events will take place on Saturday, Oct. 4 and are free to the public. The Multicultural Fall Festival will take place downtown between 10 a.m. and 3 p.m., and the Harvest Fest will take place at the Governor's Mansion between 10 a.m. and 3 p.m.

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November 2014

Lost and Found

Have you lost an item at work? If so, check with Capitol Police to see if it has been turned into our lost and found. Found items are turned into Capitol Police almost on a daily bases. Stop by the MCP communications window on the first floor of the Truman Building (next to the escalator), Monday – Friday 8 a.m. to 5 p.m. You may also call our office at (573) 522-2222 to see if your lost item has been turned in.

Unattended Personal Items

Be careful not leave personal property (purses, backpacks, laptop computers, cell phones) unattended in lounges, restrooms or any public places. Take personal items with you or ask someone you know and trust to watch your belongings. If you see unattended backpacks or other items that could raise suspicion, please notify Capitol Police immediately at (573) 522-2222. Capitol Police officers will determine whether the item poses any danger.

Spotlight:

Holiday Shopping Safety



With the holiday shopping season fast approaching, Capitol Police reminds everyone to keep a few safety tips in mind:

- When shopping, take only the credit cards and cash necessary for your planned purchases.
- Always keep a written record of all credit card names and numbers and do not store it your wallet or handbag.
- Try to park in well-lighted areas with pedestrian activity, close to the store. Avoid isolated areas and those near dumpsters, delivery trucks or other obstructions that may reduce visibility.
- Never leave packages in plain sight in your vehicle. If shopping at multiple destinations, place purchases in the trunk before leaving for the next store.
- Never leave personal items, such as purses, wallets, cash, credit cards, cell phones or GPS units in your vehicle.
- Always lock car doors and roll up the windows.
- Always be aware of your surroundings and report suspicious activity immediately.
- If storing gifts in your office area, ensure they are placed in a cabinet or drawer that can be locked.

If shopping online, consider these useful tips:

- Use familiar websites.
- Only make purchases from secure sites. The URL that appears when payment information is requested should begin with "<https://>" (instead of "<http://>"), and a locked padlock icon should appear somewhere in the window of the browser, NOT in the web page display area. The padlock is not just a picture. Click on it to see details of the site's security.
 - It is best to utilize anti-virus and spyware software on your computer prior to entering any personal information, such as a name, credit/debit account numbers, addresses, etc.
- Check credit card and bank account statements regularly for fraudulent activity.

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December 2014

Missouri Capitol Police K-9 Peanut Retires

After seven years of loyal service to the state of Missouri, Missouri Capitol Police K-9 Peanut retired on November 21. During her career, Peanut participated in calls for service both inside and outside of the Capitol Complex, which included school searches, gubernatorial inaugurations, and MU sporting events. Capitol Police would like to wish Peanut well as she transitions to her retirement. Our remaining K-9 team includes Officer DeAnne Bogg and her K-9, Hutch.

December Events Could Affect Capitol Complex Parking

Capitol Police would like to remind state employees that in December, there are two large events scheduled that could affect parking in the downtown area after normal business hours. The scheduled events include:

- Saturday, December 6 – The Annual Jefferson City Jaycees Christmas Parade will be held in the evening.
- Tuesday, December 9 – The Annual Jefferson City High School “Capitol Caroling” will be held in the evening.

Congratulations

Capitol Police would like to congratulate John Fisher on his recent promotion to Corporal. Cpl. Fisher has been assigned to assist Sgt. Tracy Jamison on the second shift, during the hours of 3 p.m. and 11p.m.

Spotlight:

Preventing Theft During the Holiday Season



As we approach the holiday season, Missouri Capitol Police would like to offer a few tips for theft protection.

At the Office:

- If exchanging gifts at work, leave them at home or lock them up until the day of the exchange.
- Keep wallets and purses safe at all times.
- Take home or lock up any gifts that you receive.
- Stay alert to suspicious activity during low-traffic times, like opening and closing times and lunch hours.

In your Vehicle:

- If you will be returning to your vehicle after dark, try to park near a light pole.
- Store valuables in the trunk when possible. If this is not possible, cover them up if they must be left in the passenger compartment.
- Lock your car doors, even when parked at home, and do not leave valuables in the car overnight. If you have automatic locks, make sure you listen for the “honk” to ensure no one is blocking your keyless signal.

At Home:

- If traveling, put a stop on your mail and newspapers.
- Let a neighbor know you will be gone. Provide them your contact number and names of anyone, if any, visitors that may enter your residence.
- Forward your home phone to your cell phone.
- Only make purchases from secure sites. The URL that appears when payment information is requested should begin with <https://> (instead of <http://>), and a locked padlock icon should appear somewhere in the window of the browser, NOT in the Web page display area. You can click on the padlock to see security details.

Visit our home page at WWW.MCP.DPS.MO.GOV for safety tips and more
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